



INTERNATIONAL
TRADE
ADMINISTRATION

OFFICE OF TECHNOLOGY AND ELECTRONIC COMMERCE
INTERNATIONAL TRADE ADMINISTRATION
U.S. DEPARTMENT OF COMMERCE

The Office of Technology and Electronic Commerce (OTEC) has openings for volunteer interns during the summer of 2010. OTEC, located within the International Trade Administration at the U.S. Department of Commerce, promotes exports of U.S. info-communications and e-commerce products and services, analyzes U.S. and international high-tech markets, and works on trade policy issues affecting the info-communications and e-commerce industries. OTEC international trade specialists provide market information, business counseling, and policy advocacy support to U.S. industry.

Interns will provide assistance on a variety of special projects as needed. Some examples of current projects include:

- ✓ Supporting preparations for upcoming trade policy discussions and negotiations, as well as bilateral and multilateral working group meetings
- ✓ Assisting with research for and updates of office website materials
- ✓ Briefing senior OTEC staff on industry trends, such as "green tech" and digital media
- ✓ Following progress on U.S. info-communications policies and issues, such as the broadband stimulus plan
- ✓ Helping OTEC staff with Department programs, such as the Standards Initiative and the Sustainable Manufacturing Initiative

Essential qualifications that OTEC is seeking include:

- ✓ Familiarity with the info-communications and/or e-commerce industries or specialization in a region of the world, and
- ✓ Aptitude for business software – Word, Excel, PowerPoint, and Lotus Notes preferred

Additional qualifications that would be useful include:

- ✓ Language proficiency in Spanish, French, Portuguese, Russian, Chinese, or Japanese
- ✓ Formal study or work/internship experience in the info-communications and/or e-commerce industries
- ✓ Formal study or work/internship experience in international trade

Applicants **must** be U.S. citizens and currently enrolled in an undergraduate or graduate school program. If you are interested, please e-mail a brief cover letter addressing the above qualifications along with your resume and a writing sample to paulette.hernandez@trade.gov. No telephone calls please. For more information about OTEC, visit our website at <http://export.gov/infotech>.